

SCHEDULE
FOR
FREEDOM OF INFORMATION
AND
PRIVACY ACT SEMINAR

STATINTL


STAFF:  - Seminar Chairman
- Training Assistant

DATES: 16-17 May 1977



PLACE: Room #236, Chamber of Commerce Building

STATINTL

1st DAY

<u>TIME</u>	<u>ACTIVITY</u>	<u>RESPONSIBILITY</u>
0900-0930	ADMINISTRATION: (1) Introduction of students and staff (2) Go over Seminar objectives (3) Go over Seminar schedule	
0930-1030	PRESENTATION/DISCUSSION: "Why the Acts became LAW: a historical review."	
1030-1045	<u>BREAK</u>	
1045-1145	PRESENTATION/DISCUSSION: "FOIA/PA Laws and exemptions as they pertain to the Agency and their effect."	
1145-1230	PRESENTATION: "Role of the Agency Coordinator" (Kinds of requests received by the Agency. FOIA/PA's impact on the Agency's management.)	
1230-1330	<u>LUNCH</u>	
1330-1430	PRESENTATION/DISCUSSION: "Process and Procedures for handling FOIA/PA requests within the Agency."	
1430-1445	<u>BREAK</u>	
1445-1615	EXERCISE: (Discussion) "Opportunity to verify one's knowledge and understanding of the Privacy Act."	
1615-1630	WRAP UP: (Discussion of days activities and look ahead to Workshop.)	

2nd DAY

<u>TIME</u>	<u>ACTIVITY</u>	<u>STATINTL</u>	<u>RESPONSIBILITY</u>
0900-0930	<u>ADMINISTRATION:</u> Setting the ground rules for the "WORKSHOP."		
0930-1230	<u>EXERCISE:</u> (Discussion) The processing of FOIA/PA requests. (Break to be taken at about 1030.)		
1230-1330	<u>LUNCH</u>		
1330-1545	<u>EXERCISE:</u> (Continued) (Break included)	STATINTL	
1545-1615	<u>PANEL:</u> (Discussion) Experts to give clarification for the particular handling of workshop exercises. Answer questions, etc.		
1615-1630	<u>CLOSE DOWN:</u> Seminar Evaluation		